

Wyoming Worksite Wellness' ABC's for building a wellness program

Achieving administrative wellness support

Building a dedicated wellness team

Collecting appropriate wellness data

Developing a worksite wellness program plan

Executing wellness interventions

Forming a supportive wellness culture

Generating the correct wellness outcomes evaluations

Building a dedicated wellness team

Team building is one of the most critical components to success in building and promoting a worksite wellness program. Team building involves paying close attention to membership details including demographics, current physical condition, respectability, communication skills, and enthusiasm for helping others succeed. A well developed wellness team will help get “buy in” from all potential participants ranging from upper level management to entry level employee.

A word of caution: Be careful not to fill the team only with people who are already fit. This may have a negative effect on participation levels.

Learning Objectives:

By the end of this section you should be able to apply the necessary skills and knowledge gained in this section; along with the knowledge and skills gained in other sections of this toolkit to build a wellness team that can:

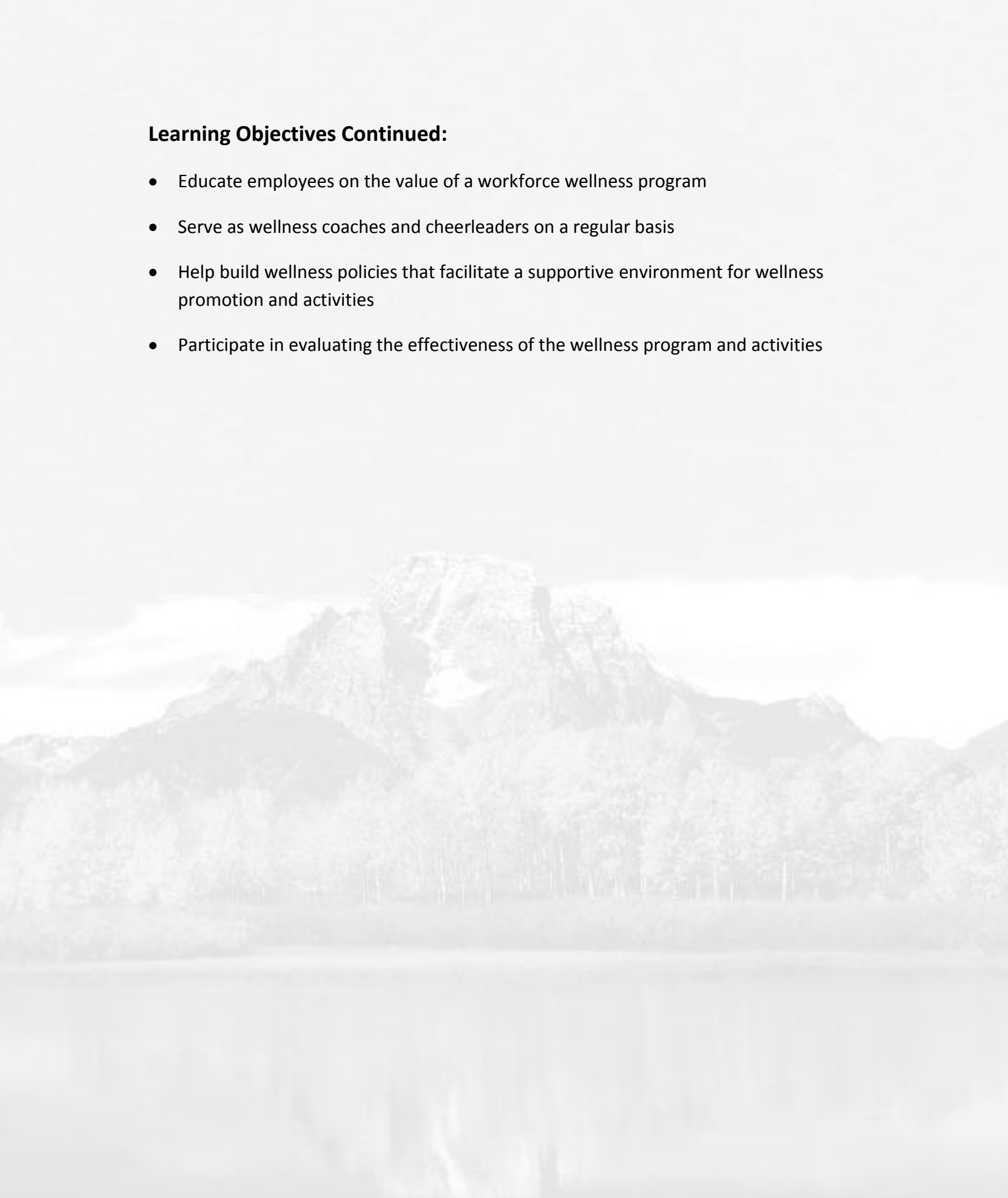
*Team building is a skill
that requires a lot of
heart, dedication,
thoughtfulness, vision,
and a true sense of the
spirit that will
ultimately drive the
team to succeed*

Wyoming Worksite Wellness, 2008

- Meet the unique needs of the organization
- Meet on a regular basis to plan activities for all participants
- Represent employees from all levels of the organization
- Educate employees on topics involving risky health behavior, health maintenance, and health risk assessments

Learning Objectives Continued:

- Educate employees on the value of a workforce wellness program
- Serve as wellness coaches and cheerleaders on a regular basis
- Help build wellness policies that facilitate a supportive environment for wellness promotion and activities
- Participate in evaluating the effectiveness of the wellness program and activities



Wellness Committee Overview

The Worksite Wellness Committee

- Is the leadership board of the wellness team
- Builds a team of employees who formally meet and plan activities to promote good health for themselves and their fellow workers
- Represents employees from all organizational levels
- Communicates to employees information about known health risks and the value of a worksite wellness committee and wellness initiatives
- Creates and maintains open lines of communication between wellness committees and employees
- Promotes participation in both individual and group activities
- Advocates for worksite policies and environments that support improved health
- Coordinates the monitoring and evaluation of the wellness activities/programs offered to participants
- Serves as the leader/champion for wellness activities at their worksite
- Serves on a 1-3 year term. The committee rotation should be designed so that no more than one third of the committee is rotating off at one time

Worksite Wellness - Commitment and Support

Establishing, supporting and maintaining a worksite wellness committee provides opportunities for all employees (both management and support) to:

- Create a healthy worksite
- Foster collaboration and partnerships
- Establish healthy lines of communication between support staff, line supervisors, middle and top management

A Year in the Life of a Worksite Wellness Committee

- Identify Committee Members
- Wellness Committee Launch meeting – establish mission statement, name, goals & objectives
- Second Meeting – gather data from fellow employees – e.g. Health Risk Assessment, health interest survey, or focus group data
- Third Meeting – Develop an action plan for year-long wellness strategy
- Fourth Meeting – Update program progress, discuss rollout of specific wellness programs
- Fifth meeting – Continue to update program progress
- Year-end Meeting – evaluate committee activities

Wellness Committee Overview Continued:

Worksite Wellness Committee – Keys for Success

- Committee members should plan to meet over a twelve-month period
- A minimum of six recommended meetings should be held within in this period. The timeline may need to be expanded to include at least one meeting per month lasting at least one hour in duration
- The number of meetings may depend on survey results and findings by the worksite wellness committee
- If needed a committee member can rotate off and new employees can rotate on to the wellness committee
- Evaluate the effectiveness of the interventions annually

Committee Chairperson Responsibilities

- Does not need a background in health
- Sends committee meeting reminders, meeting minutes and other details documenting the wellness committee's work
- Coordinates employee program activities with the help of committee members
- Submits documents to management for program evaluation such as notes or minutes from meetings, simple e-mail messages, etc
- Can be shared by two employees as co-chairpersons

Program Coordinator(s)

- Are assigned to monitor and evaluate each activity that you implement at your worksite
- Share responsibility with committee members and recruit employees who are not on the committee to serve on sub-committees

Other Committee Roles

- Communications chair
- Employee interest survey chair
- Event planner chair
- Management liaison chair
- Action plan chair

Building a dedicated wellness team

Importance of the wellness team:

- Adds credibility and importance to your efforts
- Provides program public relations
- Provides workforce stability through workforce wellness interventions

Team Selection:

- Each committee member builds a support team – this is the wellness team
- Works across departments like:
Safety / Medical / Facilities / Benefits, Human Resources / etc

What will the Team do?

- Decide if vendors will or will not be contracted
- Develop guidelines and oversee the company's wellness efforts. E.g. Discover employees interests, and motivate them to participate in programs
- Create a vision that drives the team – starting with the current wellness status of employees by gathering data
- Give each goal a timeline – this involves touching base with team members when setting timelines, and checking in on how projects are going
- Address attrition. If you lose a member of the committee, identify someone new to take that person's place and invite them to a meeting. Allow members who participate less to be replaced
- Create clear goals and responsibilities. All members should leave meetings with a clear understanding of what's expected of them. The leader of the committee should summarize the tasks assigned at the end of each meeting
- Enhance workforce work life – the focus is not on cutting into the productivity of the company but aligning wellness goals with the company's goals

The Planning Process:

- Takes 3-7 months
- Requires data collection
- Looks at worksite health culture
- Understands the benefits package and how wellness fits in
- Defines what the benefits package will look like with a wellness program?

Building a dedicated wellness team continued:

Create a worksite culture of health by:

- Creating awareness/educating
- Motivating the workforce
- Providing tools and skills to attain better health
- Promoting wellness policies and environments

Look for things that can change employee behavior through:

- Education/awareness campaigns
- Motivation
- Building health improvement skills

Change the employee's environment by:

- Utilizing: Flyers, Posters, e-mail notifications, Television/video programs, Books, Payroll stuffers, Internet sites, Magazines, Lunch and learns, Speakers and Newsletters

Behavior change programs used by WellSteps include:

- Move It!
- The Culprit and the Cure
- TV Timeout
- Random Acts of Kindness
- The Fast Food Guide
- Maintain Don't Gain
- Food Makeover
- Earth Wise
- What's Your Pressure?
- Good to the Bone
- Silver Buckle
- Fall into Fitness
- Drive Sober
- Chopping Block
- Finding Fiber
- Fat Fighters
- And more

Building a dedicated wellness team continued:

Build Skills to help employees change their wellness culture/behaviors by teaching the workforce:

- How to overcome barriers
- How to use health building strategies
- How to set goals
- How to choose healthy substitutions
- How to prepare healthy foods
- How to find inexpensive healthy food

Change the worksite culture and environment by adding:

- Healthy food in cafeteria
- Healthy food in vending machines
- Farmer's markets
- Realistic work demands
- Opportunities to be physically active
- Walking paths
- Time to exercise
- Onsite shower or lockers
- Smoke free air to breath at home
- Safe place to exercise
- Convenient access to healthy, inexpensive foods

Policy ideas to pursue:

- Different health care plan for participants
- Lower co pay deductibles and premiums for participants
- Contribute to Flexible Spending Account (FSA) or Health Reimbursement Account (HRA) with participation
- Medical coverage for preventive services
- No tobacco policies
- Flex time policies
- Time on the clock to be healthy

Building a dedicated wellness team continued:

Culture – how to create lasting culture change:

- Focus on behavior as the means to change for the better
- Focus on behaviors for wellness – use data as a guideline
- Focus on wellness over time – step by step
- Recognize – and – Reward (managers as well as employees)
- Be sure to be objective
- Simple and meaningful
- Pinpointed to active behaviors
- Behavior = strategic direction toward improvement
- Behavior you reinforce = Behavior you get
- Reinforce the wellness behaviors

Sample Letter: invitation to participate on wellness committee

Date _____

Dear _____,

(Name of worksite) has received training on how to use the Wyoming Workforce Wellness Toolkit. This toolkit has resources to help us improve the health of employees at *(Name of worksite)* as well as resources that individuals can use to make healthier lifestyle choices, such as eating healthy, increasing physical activity, quitting the use of tobacco and reducing stress.

The workforce wellness toolkit includes chapters on how to:

1. **Achieve** administrative wellness support
2. **Build** a dedicated wellness team
3. **Collect** appropriate wellness data
4. **Develop** a worksite wellness program plan
5. **Executing** wellness interventions
6. **Form** a supportive wellness culture
7. **Generate** the correct wellness outcomes evaluations

Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might use the toolkit most effectively.

You are invited to serve on the Worksite Wellness Committee. The committee will meet on *(insert date, time and location)*. Please check with your immediate supervisor to confirm that your participation and responsibility to the Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to your supervisor the nature of the committee and general time commitments.

The major responsibilities of the Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to employees at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,

(Signature—Supervisor/Manager)

SAMPLE: WORKSITE WELLNESS COMMITTEE MEMBERS

Name of

Worksite_____

Member Name	e-mail address	Phone number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

CLIENT

First Wellness Committee Meeting – Sample Agenda Establishing the Committee

Date, Time

AGENDA

Introductions – Committee Members & Ice Breaker

Share your name, department, favorite food and one favorite physical activity

Sign Committee Communication list – name, e-mail address and phone number

- **Orientation to Worksite Wellness**
- **Committee Name**
- **Mission Statement**
- **Preliminary Top 3 goals/objectives for Wellness Committee**
- **Committee Chairperson and Program Coordinator Selection**
- **Employee Communication Plan – E-mail launch out to employees announcing committee members & wellness committee's role**
- **Overview of Action Plan and Surveys**
- **Schedule Future Meetings**
- **Adjourn**

